



## Adoption Guidelines and Procedures

Once a dog is deemed placeable, the following process is followed:

Any approved homes that are on the waiting list are reviewed to see if there is a match. If no matches, current applications on file should be reviewed.

- Personal reference(s) are checked.
- Veterinarian reference(s) are checked, current pets must be up to date on vaccinations, spay/neutered and on heartworm prevention. Any negative history from veterinarian is a decline.
- Does the applicant have a landlord? If so, a copy of the lease agreement is needed to verify approval of having a dog in the rental or a verbal confirmation by phone (important to check to see if there are any breed/weight restrictions).
- The applicant must agree to keep his or her boxer as a primarily inside dog and indoors while no one is on the property.
- The applicant must leash walk the boxer if there is no yard fence. Potty off leash is not acceptable.
- Any children in the home? The boxer placed **MUST** be kid tested prior to placement.
- Past pet history is discussed to determine if the applicant has a history of "throwing away" family pets.
- Discussion of boxer knowledge is important to conclude experience level.
- Does the applicant have a fence? Does the boxer in question require one?

We try to match families with dogs to the best of our ability. We are very upfront with applicants regarding any "bad habits" or special needs the dog may have and how it may affect a placement. If the applicant cannot work around these issues or if the adoption coordinator does not feel that there is a perfect match, no placement is made.

If the adoption coordinator feels that there are too many red flags to overcome, the applicant is denied. S/he is sent a "blanket" letter of decline. If the adoption coordinator feels confident that the applicant may be a good owner, a home visit is scheduled.

The volunteer who is present at the home visit verifies any fencing requirements, discusses proper nutrition for a boxer, looks for a dog-friendly home, observes how the family interacts with each other and with their current pets (and the "ride along" dog if one is in attendance). If there is a specific dog in mind for this

family, the volunteer will discuss these issues at this time and determine answer appropriateness (ie. If the dog is a chewer, will they plan to crate? If the dog is blind, what are the plans to help the dog adjust, etc). Any additional questions about boxers in general or about the rescue process should be answered at this time.

After the home visit, the volunteer will complete the home visit form and forward to the adoption coordinator. The adoption coordinator will make the decision to approve or decline the applicant.

If approved, preparations are made to have the adoptive family meet the matched boxer. The foster home will speak with the potential family to verify that this family is best suited for their foster boxer. If the foster home feels that this family is suitable, a meeting time and place is agreed upon. Each foster home reserved the right to deny placing their foster into a home if s/he feels it is not an appropriate, even if the applicant is approved.

The dog being placed should have been recently bathed (tick/flea treated if necessary), nails clipped, and ears cleaned. It is recommended that the foster home bring a few days food with them in case the new family needs to mix with new food. Any articles the foster home deems appropriate may go with the new family at the time of placement (bowls, toy, blanket, etc), although not necessary.

If the party wishes to adopt the dog, make sure all of the paperwork is completed including:

- Adoption contract. Keep one for our file and give one to the adopting party. Make sure to answer all questions regarding the contract.
- Copies of all available medical records will go to the new family.
- Any medication that the dog is taking at the time of placement. Ensure that the new family understands the dosage requirements and advises any follow up vet care that is needed.
- Adoption donation is collected.

After placement, the adoptive family is required to enroll their new pet in an obedience class.

Within three days, a volunteer will follow up with the new family to see how the transition is coming along. Any questions or issues should be discussed to prevent the new family from being overwhelmed.